

COVID-19 Employee Travel, Screening, and Exclusion Guidance

May 20, 2020

This document serves to guide employers and supervisors regarding travel for staff in all workplace settings including businesses, education, and healthcare facilities.

Travel Guidance

- Do not permit non-essential international and out-of-state domestic business travel (e.g., conferences, meetings) and discourage personal international travel. A Level 3 Global Pandemic Travel Health Notice is still in place by the CDC, which recommends against any non-essential travel to all global destinations.
- Discourage any travel on cruise ships. The CDC has issued a Level 3 Travel Health Notice recommending against any travel on cruise ships.
- Discourage personal domestic travel outside of NH, ME, and VT. Domestic travel by public conveyances (e.g., bus, train, plane) should be avoided. The CDC has issued information about [travel within the United States](#).
- Any persons traveling internationally (including Canada), on public conveyances outside of NH, VT, or ME, or on a cruise, should quarantine for 14 days after return, which is consistent with [CDC guidance](#). Occupational Medicine and businesses should screen staff for such travel before returning to work. Other domestic travel risk can be assessed by Occupational Medicine on a case-by-case basis.

Employee Illness and Risk Screening

- Facilities and businesses should ask screening questions to assess risk for COVID-19:
 - Do you have any symptoms of COVID-19 or fever of 100.4 degrees F or higher?
Symptoms of COVID-19 can include:
 - Fever;
 - Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath;
 - General body symptoms such as muscle aches, chills, and severe fatigue; and
 - Changes in a person's sense of taste or smell.
 - Have you had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no")?

- Have you traveled in the past 14 days either:
 - 1) Internationally (outside the U.S.);
 - 2) By cruise ship; or,
 - 3) Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.)?

Employee Exclusion

Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting the travel risk factors above should **not** be allowed into the facility:

- Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
- Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the travel-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
- Healthcare workers should follow healthcare worker-specific [guidance](#).

Person(s) with suspected or confirmed COVID-19 must isolate at home until symptom-based criteria are met for [discontinuation of isolation](#):

- At least 10 days have passed since symptoms first appeared;

AND

- At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications, plus improvement in other symptoms).